

TDM and Commuter Assistance

Grant Application Information for State TDM and Commuter Assistance Program Support

Contact Person:

Northern Virginia Applicants

Chris Arabia
Department of Rail and Public Transportation
3900 Jermantown Rd, Suite 300
Fairfax, VA 22030
(703) 934-4636
Email: christopher.arabia@drpt.virginia.gov

Other Virginia Applicants

Rick Clawson
Department of Rail and Public Transportation
1313 East Main Street, Suite 300
Richmond, Virginia 23218-0590
Telephone: (804) 786-7858
Email: rick.clawson@drpt.virginia.gov



<http://www.drpt.virginia.gov>
<https://olga.drpt.virginia.gov>

GRANT APPLICATION INFORMATION AND INSTRUCTIONS PACKAGE FOR STATE TDM AND COMMUTER ASSISTANCE PROGRAM SUPPORT

TABLE OF CONTENTS

General Program Information and Requirements

[State Aid to TDM and Commuter Assistance Programs](#) 3

[Overview of Financial Assistance for Public Transportation and Commuter Assistance Programs in Virginia Administered by DRPT](#) 5

[Timeline for TDM and Commuter Assistance Financial Assistance Grants](#) 7

APPENDICIES

[APPENDIX A: Sample Resolution Authorizing the Application for State Aid for TDM and Commuter Assistance Grants](#) 8

[APPENDIX B: Eligible and Non-eligible Expenses and Cash and In-Kind Contributions](#) 9

State Aid to TDM and Commuter Assistance Programs

- **Procedures for Applying for State Aid**

Forms and instruction for completing the forms to apply for State Aid can be found on the DRPT OLGA website at <http://olga.drpt.virginia.gov/>. Instructions on how to use the OLGA System to submit your application to DRPT can be found at the link above and in the individual application files at the web site above. A brief description of all financial assistance programs administered by DRPT is found in the [Overview of Financial Assistance for TDM and Commuter Assistance Programs in Virginia Administered by DRPT](#).

- **Resolution Authorizing the Application**

In order to ensure that local matching funds will be available to support all grant applications, a resolution is required from the governing board, council or commission of the grant applicant. The resolution must authorize the submission of the grant application and certify that all necessary local matching funds will be provided if the grant application is approved. A single resolution may be used to authorize all grant applications for the fiscal year. A sample resolution is provided in [APPENDIX A](#).

- **Eligible Projects**

Financial assistance is provided to assist the local TDM or Commuter Assistance organizations in accomplishing their goals. DRPT engages in the following activities as appropriate.

- Promotes local TDM/Commuter Assistance Programs.
- Provides on-site training and assistance to local TDM/Commuter Assistance Programs where needed.
- Assists in development of new TDM/Commuter Assistance Programs where needed.
- Fosters regional cooperation in the provision of ridematching services and public transportation promotional and educational campaigns.
- Facilitates development of public/private partnerships where appropriate.
- Promotes TDM/Commuter Assistance as an essential component of a multi-modal transportation system.
- Evaluates the effectiveness and efficiency of all TDM/Commuter Assistance Programs.

- **Eligible Recipients:**

- Local governing bodies
- Transportation District Commissions
- Public service corporations
- Planning District Commissions

Private corporations and **Transportation Management Associations (TMA's)** may participate in projects through contractual arrangements with eligible recipients.

- **Matching Ratio:** The maximum state participation ratio is 80% for state TDM and Commuter Assistance program grants.
- **Eligible Expenses:** The primary goal of any TDM/Commuter Assistance organization funded under this program is to decrease highway congestion and improve air quality by facilitating commuter mobility in high occupancy transportation modes. Eligible expenses include the administrative costs of providing the following services.

Providing carpool and vanpool ride matching services.

Promoting all high occupancy commuter transportation modes.

Assisting private/public sector employers, developers, and transportation management associations to implement TDM services, including:

- Parking management.
- Company sponsored vanpool and TDM/Ridesharing programs.
- Commuter HOV incentive programs.
- Company relocation commuter assistance.
- On-site transit ticket sales and employee discount fare programs.
- On-site TDM/Ridesharing promotions.
- Guaranteed Ride Home programs.
- Teleworking program assistance.
- Transit friendly site planning.

Promoting the planning, development, promotion, and use of facilities and programs that facilitate the use of high occupancy transportation modes through active involvement in local activities relating to:

- Public/private park-and-ride lots
- HOV highway lanes and enforcement
- Land use planning
- Site design
- Clean Air Act compliance

Advising and participating in the development of regulatory actions, including:

- Transportation Demand Management and Congestion Management
- Local transportation proffers
- Zoning for transportation related services
- Air Quality programs

Participating in public/private organizations who support Commuter Assistance and transportation demand management initiatives such as:

- Transportation Management Associations
- Chambers of Commerce
- Neighborhood Civic Groups
- Specialized transportation interest groups
- Local, regional and national professional associations

Note: Assistance for new vanpool start-ups and existing vanpools (the Virginia VANSTART/VANSAVE Program ([add link](#))) should be included in the program budget as a line item. For information on this program contact the TDM and Marketing Program Manager. The total project costs net of any federal aid received are eligible for reimbursement by grant funds. [APPENDIX B](#) contains additional information regarding eligible expenses, the use of cash and in-kind contributions as local match, and grant budget line item definitions.

Overview of Financial Assistance for Public Transportation and Commuter Assistance Programs in Virginia Administered by DRPT

This grant program information package contains information about financial assistance for Public Transportation and Commuter Assistance programs that are administered by the Virginia Department of Rail and Public Transportation. Information is provided for each of the various categories of grants that are awarded each year and specifically, who can apply for the grants and what expenses are eligible for each of the categories of financial assistance. The forms that must be completed in order to submit a grant application and instructions for submitting the form(s) are provided in separate document(s).

These documents are located at DRPT's On-Line Grants Administration web site known as "OLGA". The web address for OLGA is <http://olga.drpt.virginia.gov/>. At this address, using this system, you can obtain all of the required documents, forms, and certifications for these state funded grants.

The state and federal financial assistance programs for public transportation administered by the Department of Rail and Public Transportation (DRPT) are:

State Aid Grant Program	Program Description	Eligible Recipients	Matching Ratios
Formula Assistance	Support costs borne by eligible recipients for operating related public transportation expenses.	Local and State Governments Transportation District Commissions Public Service Corporations	Up to 95% of eligible expenses
Capital Assistance	Support costs borne by eligible recipients for public transportation capital projects.	Local and State Governments Transportation District Commissions Public Service Corporations	Up to 95% of eligible expenses
TDM/Commuter Assistance	Support administration of existing or new local and regional Transportation Demand Management/Commuter Assistance programs.	Local and State Governments Transportation District Commissions Public Service Corporations Planning District Commissions	Up to 80% of eligible expenses
Demonstration Project Assistance	Assist communities in preserving and revitalizing public or private public transportation service by implementing innovative projects for one year of operation.	Local and State Governments Transportation District Commissions Public Service Corporations	Up to 95% of eligible expenses
Technical Assistance	Support planning or technical assistance to help improve or initiate public transportation related services.	Local and State Governments Transportation District Commissions Public Service Corporations Planning District Commissions	Up to 50% of eligible expenses
Intern Program	Supports increased awareness of public transportation as a career choice for aspiring managers.	Local and State Governments Transportation District Commissions Public Service Corporations Planning District Commissions	Up to 95% of eligible expenses
Transportation Efficiency Improvement Funds (TEIF)	State financial assistance is available for transportation demand management projects and programs that support the reduction of single occupant vehicle travel.	Local and State Governments Transportation District Commissions Public Service Corporations Planning District Commissions Transportation Management Associations	Up to 80% of eligible expenses

Federal Aid Grant Program	Program Description	Eligible Recipients	Matching Ratios
FTA Section 5303	Support transit planning expenses	Metropolitan Planning Organizations	Up to 80% of eligible expenses
FTA Section 5310	Supports the purchase of vehicles and equipment	Private non-profit operators of services for the elderly and persons with disabilities.	Up to 80% of eligible expenses
FTA Section 5311	Supports operating and capital costs of transit operators in non-urbanized areas	Local and State Governments Transportation District Commissions Public Service Corporations Private Non-profit Agencies	Up to 50% of net operating expenses and up to 80% of eligible capital expenses
FTA Section 5313(b)	Supports local and statewide transit planning projects.	Local and State Governments Transportation District Commissions Public Service Corporations Planning District Commissions	Up to 80% of eligible expenses
FTA Jobs Access and Reverse Commute Program	Supports the operating and capital costs of special programs designed to connect unemployed people to jobs	Recipients of FTA Section 5311 and FTA Section 5307 Program funds	Up to 50% of eligible expenses
Federal Statewide Surface Transportation Program	Supports transit capital projects	Recipients of FTA Section 5311 and FTA Section 5307 Program funds	Up to 80% of eligible expenses

Public service corporations are chartered for public use and benefit. To qualify for this program, the corporation's Articles of Incorporation **must expressly state that the corporation is to conduct business as a public service company**. Further, the corporation must have a valid Certificate of Incorporation issued by the State Corporation Commission as a public service corporation pursuant to §13.1-50, Code of Virginia.

Timeline for TDM and Commuter Assistance Financial Assistance Grants

The following is a timeline generally followed by DRPT for State Aid to Public Transportation grant application announcements, reviews and approvals.

Early November	DRPT announces that funding is available and invites submission of applications.
February 1	Applications are due for All State Aid programs and FTA Section 5310 and 5311 programs.
February to March	DRPT evaluates applications and requests any additional needed information from applicants.
April	DRPT completes evaluation of applications and develops a Tentative Program of Projects.
June	Commonwealth Transportation Board meets and adopts Annual Program of Projects. DRPT notifies applicants of approved grants and funding levels.
July 1	Fiscal Year begins – contracts executed and payments initiated.

APPENDIX A - Sample Resolution Authorizing the Application for State Aid to Public Transportation

BE IT RESOLVED by the (GOVERNING BODY OF APPLICANT) that the (DESIGNATED OFFICIAL OF THE APPLICANT) is authorized, for and on behalf of the (PUBLIC BODY APPLICANT), hereafter referred to as the, **PUBLIC BODY**, to execute and file an application to the Department of Rail and Public Transportation, Commonwealth of Virginia, hereafter referred to as the, **DEPARTMENT**, for a grant of financial assistance in the amount of \$ _____ to defray the costs borne by the **PUBLIC BODY** for public transportation purposes and to accept from the **DEPARTMENT** grants in such amounts as may be awarded, and to authorize (DESIGNATED OFFICIAL OF THE APPLICANT) to furnish to the **DEPARTMENT** such documents and other information as may be required for processing the grant request.

The (GOVERNING BODY OF APPLICANT) certifies that the funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia, that the **PUBLIC BODY** will provide funds in the amount of \$ _____, which will be used to match the state funds in the ratio as required in such Act, that the records of receipts of expenditures of funds granted the **PUBLIC BODY** may be subject to audit by the **DEPARTMENT** and by the State Auditor of Public Accounts, and that funds granted to the **PUBLIC BODY** for defraying the expenses of the **PUBLIC BODY** shall be used only for such purposes as authorized in the Code of Virginia. The undersigned duly qualified and acting (TITLE OF OFFICER) of the **PUBLIC BODY** certifies that the foregoing is a true and correct copy of a Resolution, adopted at a legally convened meeting of the (GOVERNING BODY OF APPLICANT) held on the _____ day of _____, 20 ____.

If applicant has an official seal
(Official Seal goes here)

(Signature of Recording Officer)

(Title of Recording Officer)

(Date)

APPENDIX B - Eligible and Non-eligible Expenses; Cash and In-Kind Contributions Guidelines; and Grant Budget Line Item Definitions

1. ELIGIBLE ADMINISTRATIVE EXPENSES

General Management

- Providing executive assistance and clerical support for general management activities and special projects.
- Establishing policies for the development and operation of the TDM/Commuter Assistance Program.
- Providing top level management for the TDM/Commuter Assistance Program to implement the development and operations policies.

Personnel Administration

- Providing supervision and clerical support for personnel activities.
- Maintaining employment history records.
- Recruiting, interviewing, testing, screening and giving medical examinations to prospective employees.
- Administering fringe benefits, medical, welfare, pension, job evaluation, performance evaluation, promotion, and other related programs.
- Conducting orientation programs.
- Providing supervisory and management training.
- Researching labor relations issues.
- Negotiating labor contracts.
- Administering low level grievances.
- Administering a workmen's compensation program.

Other Management and Services

- Providing supervision and clerical support for office management and services.
- Performing general office activities (receptionist, switchboard, etc.).
- Printing and distributing office supplies and forms.
- Processing incoming and outgoing mail.
- Operating library and central file facilities.
- Accounting, grants management, and performing administrative activities related to the collection and management of revenues.
- Advertising, marketing, and promotion expenses.
- Utilities and janitorial services.

2. NON-ELIGIBLE EXPENSES

- 1.) Federal, state, or foreign income taxes.
- 2.) Fines or other penalties imposed by operation of law or legal process.
- 3.) Depreciation costs.
- 4.) Bad debts - any losses arising from uncollectible accounts and other claims and related costs.
- 5.) Contributions and donations.
- 6.) Litigation expenses including, but not limited to, attorney fees and costs. Legal expenses for retainer, review of contracts, etc., will be allowed so long as they are considered reasonable by

- DRPT. Litigation costs in public liability suits against the state or its agencies are unallowable.
- 7.) Interest and other financial costs **except for debt service, the interest component of lease expenses, and loans previously approved by DRPT.** Interest on borrowing, however, represented, bond discounts, costs of financing and refinancing operations, and legal and professional fees paid in connection therewith are unallowable.
 - 8.) Entertainment, cost of amusement, social activities and incidental costs relating thereto, including meals, beverages, lodging, rentals, transportation and gratuities.
 - 9.) Non-administrative labor expenses.
 - 10.) Wages and fringe benefits of any labor related operating expenses such as vehicle operators, vehicle and non-vehicle maintenance workers, cleaners, etc.
 - 11.) Labor costs associated with contracted repairs of vehicles and related equipment.

3. CASH AND IN-KIND CONTRIBUTIONS

Cash and In-kind Contributions shall be accepted as part of the grantee matching share when they meet the following criteria:

- 1.) They are verifiable from the grantee's records as a cost borne by the grantee.
- 2.) They are not included as contributions for any other state assisted program.
- 3.) They are necessary and reasonable for proper and efficient accomplishment of project objectives.
- 4.) They are types of charges allowed under state laws and regulations.
- 5.) They are not paid for by the state under another assistance agreement unless authorized under the other agreement and the laws and regulations it is subject to.
- 6.) They are provided for in the approved budget when required by the Department.
- 7.) They conform to other provisions of this Grant Application Package.

Values for grantee in-kind contributions will be established at the grantee's actual cost. Specific procedures for the grantees in establishing the value of in-kind contributions from third parties (not state and federal sources) are set forth below:

- 1.) Valuation of donated expendable personal property - Donated, expendable personal property includes such items as expendable equipment and supplies for office laboratory, workshop, or classroom. Values assessed to expendable personal property included in the cost or matching share should be reasonable and should not exceed the fair market value of the property at the time of donation.
- 2.) Valuation of donated, non-expendable personal property, buildings, land and level or use thereof - The method used for charging matching share for donated non-expendable personal property, buildings, and land may differ depending upon the purpose of the grant as follows:
 - If the purpose is to furnish equipment, buildings or land to the grantee or otherwise provide a facility, the total value of the donated property may be claimed as a matching share.
 - If the purpose of the grant is to support activities that require use of equipment, buildings or land on a temporary or part-time basis, use charges for equipment and buildings may be made. The full value of equipment or other capital assets and fair rental charges for land may be made, provided the Department has approved the charges. The value of donated property will be determined in accordance with the usual accounting policies of the grantee with the following qualifications.
 - a.) Land and buildings - The value of donated land and buildings may not exceed its fair market value, at the time of donation to the grantee as established by an independent appraiser and certified by a responsible official of the grantee.

- b.) Non-expendable personal property - The value of donated, non-expendable, personal property shall not exceed the fair market value of equipment and property of same age and condition at the time of donation.
- c.) Use of space - The value of donated space shall not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately-owned building in the same locality.
- d.) Loaned equipment - The value of loaned equipment shall not exceed its fair rental value.

In-kind contributions must be used as match only in the years they are earned. Cash contributions can be carried over from year to year.

The basis for determining the valuation for personal services, materials, equipment, buildings, and land must be documented and retained in the agency's records. Rebates, discounts, and special purchasing incentives, such as "buy one, get one free," cannot be considered in-kind services.

In summary, **In-Kind Contributions can only be used as local match when:**

- 1.) There is a verifiable cost borne by the local government for the service, and
- 2.) The service is contributed by the local government to the public transportation program.

Donations of service from the private sector are not eligible as a match for state funds.

4. DEFINITIONS OF GRANT BUDGET LINE ITEMS

This list of budget line items often used in state and federal public transportation grant budgets. A brief description is provided for some of the line items that are not self-explanatory. This is an abbreviated list and is not intended to be exhaustive. If you would like a more detailed list of budget line items, please contact the grant manager.

REVENUES

The revenue codes include all revenues accrued to the benefit of the project due to the activity of the specific designated department or function.

TAXES

Taxes dedicated to transit.

FEDERAL FUNDS

Funds from federal agencies for specific projects agreed to by contract with the grantor.

STATE FUNDS

Funds from state agencies for specific projects agreed to by contract with the grantor.

LOCAL FUNDS

Funds from local entities for specific projects, generally for the purposes of maintaining ratios for administrative, operating, capital or other expenditures by contract.

Local Cash

Funds from local governments in cash.

Local In-Kind

Services or items given the specific project with an assigned equivalent dollar amount, generally for matching purposes.

SERVICE CHARGES

Service charges billed to and paid by the entity receiving the service.

Contract Revenue

Revenue generated by the provision of service with an entity under contract for such services.

Passenger Fares

Amounts charged to customers on a regular basis for service.

Charter Service

Amounts charged to customers for group transportation, which is not covered by a particular contract.

Advertising Service

Amounts charged to customers for space to be made available for advertising purposes.

SALE OF ITEMS

Amounts collected from the sale of various items such as materials, scrap, vehicles, and fixed assets.

CONTRIBUTIONS and DONATIONS

Amounts and in-kind services freely given to a specific project for its operations and not as a result of services rendered.

OTHER REVENUE

Any other revenue received by a specific project, which is not chargeable to another project.

EXPENDITURES

Applicants for TDM/Commuter Assistance Program Grants are requested to consolidate their grant expenditures into the following six categories

1. ADMINISTRATION (Includes the following)**PERSONAL SERVICES**

Expenditures for personal services include all compensation to permanent, temporary employees and their corresponding staff benefits.

Salaries and Wages**Fringe Benefits****Other****SUPPLIES AND MATERIALS**

Include commodities that are consumed within a relatively short period or the use of which results in a material change in, or an appreciable impairment of their physical condition. It also includes all articles or substances in a natural, prefabricated or manufactured state that are either used for current purposes or processed in the construction or manufacture of articles.

Cleaning Supplies**Educational and First Aid Supplies**

Includes classroom supplies for instructional purposes, examination supplies, first aid kits, etc.

Vehicle Supplies and Materials

Tangible maintenance and operating resources for use and preservation of motor vehicles.

Motor Fuels and Materials**Office Supplies and Materials**

Office supplies and non-capital office furniture and equipment.

Data Processing Supplies**Tools and Machinery****Other**

FIXED CHARGES AND SERVICES

Includes payments for rentals, insurance, pensions, benefits and other current expense.

Rental of Real Property

Cost of the acquisition of the use of space not owned by the specific project.

Rental of Data Processing Equipment

Rental of Equipment

Cost of use of all equipment not owned by the specific project.

Service and Maintenance Contracts

Cost of contracts, covering specific periods of time for maintenance of owned or otherwise controlled equipment.

Insurance and Bonding

Cost of insurance on property or against specific or general liabilities of the project.

Indirect Costs

Amounts charged to the project for function on account of general and administrative services under a central or departmental indirect cost plan. Indirect cost plans are subject to prior approval by DRPT.

Other Fixed Charges (Dues and subscriptions, taxes and licenses, etc.)

2. MARKETING AND PROMOTION

Includes advertising and publicity in newspaper, radio, video, magazines and related items.

3. TRAVEL AND TRAINING

4. SUBSIDIES

Includes subsidies to support the Virginia Van Start/Van Save program

5. CONSULTANT EXPENSES

Professional Services

Retainer fees and expenses paid to professionals, not employees of the specific project for their special expertise. Includes accounting, legal, A/E, management and marketing services.

6. CAPITAL EXPENSES

ELIGIBLE CAPITAL EXPENDITURES

Outlays that result in improvements, expansion, acquisitions or additions to fixed assets.